

DUTYHOLDER COMPLETION STATEMENTS — PC AND PD

PART 2A — NOTICE

The PC and PD statements for the completion notice, one page per dutyholder, and the statement of reasons

KD-BR-DS-004 Rev A0

This is the Building Regulations dutyholder regime — Part 2A of the Building Regulations 2010, about the building work meeting the building regulations. It is separate from CDM 2015, which is about health and safety: these are not CDM 2015 documents — the CDM appointments are KD-CDM-AP-006 and the CDM handover is the health and safety file, KD-CDM-HF-004. Written for building work in England that is not higher-risk building work: higher-risk building work follows its own procedure under the Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 — use the KD-BSA family (KD-BSA-CC-001 to KD-BSA-CL-008) for it. In Wales, Part 2B of the Building Regulations 2010 (in force from 1 July 2026) sets a parallel regime with its own version of reg 16; Scotland and Northern Ireland have their own building regulations.

Building Regulations 2010 reg 16(4A)(e) — and, on the approver route, Building (Registered Building Control Approvers etc.) (England) Regulations 2024 reg 18(e) in the same words: the completion notice (KD-BR-CO-003) includes a statement given by each principal contractor (or sole contractor) and each principal designer (or sole or lead designer) for the work, signed by the person to which it relates, with its name, address, telephone number and (if available) email address, the dates of its appointment, and confirmation that it fulfilled its duties as principal contractor or principal designer under Part 2A. One page per dutyholder: copy part A or part B for each. Where a statement cannot be included, the reasons go on part C — given by the person carrying out the building work on the local authority route (reg 16(4B)), by the client on the approver route (reg 18(e)).

CHECK BEFORE YOU SIGN OR GIVE THIS

The regulations' own wording and time limits govern. The confirmation is that you fulfilled your Part 2A duties. On the local authority route the notice is due not more than five days after completion, not counting Saturdays, Sundays, bank and public holidays (regs 2 and 16(4)); on the approver route the client gives it when the work is completed, and reg 18 of the approver regulations sets no number of days. Check the current text before signing, and take advice where liability is at stake.

A1 THE PRINCIPAL CONTRACTOR

☐ Principal contractor (appointed under reg 11D)		☐ Sole contractor (reg 11D(6))	
PROJECT		LOCATION OF THE BUILDING WORK	
PRINCIPAL CONTRACTOR		BUILDING CONTROL REFERENCE	
ADDRESS		TELEPHONE	
EMAIL (IF AVAILABLE)			
APPOINTED FROM	APPOINTED TO	SIGNING FOR THE DUTYHOLDER — NAME AND POSITION	

A2 STATEMENT — REG 16(4A)(E)(III) OR REG 18(E)(III)

We confirm that we fulfilled our duties as a principal contractor under Part 2A (dutyholders and competence) of the Building Regulations 2010 for the building work at the location above.

A3 THE RECORD BEHIND THE STATEMENT — KEPT ON YOUR FILE, NOT SENT WITH THE NOTICE

☐ Planned, managed and monitored the building work during the construction phase, and coordinated it so the building work is in compliance with all relevant requirements	reg 11N(1)
☐ Took all reasonable steps for contractors to cooperate, for their work to be coordinated, and for them to comply with their Part 2A duties	reg 11N(2)
☐ Liaised with the principal designer, shared relevant information, and had regard to its comments	reg 11N(3), (4)
☐ Where requested, assisted the client in providing information to designers and contractors	reg 11N(5)(a)
☐ If we replaced a principal contractor: carried out the review of its arrangements	reg 11N(6)
☐ Met regs 11F(1) and (2) and 11H(1) throughout, with a designated individual managing the functions; or notified the client when we did not	regs 11H, 11I
☐ When our appointment ends: the document explaining our arrangements goes to the client no later than 28 days after — due after this statement where the appointment runs to completion	reg 11N(5)(b)

ANYTHING THAT STOPS YOU GIVING THIS CONFIRMATION

A4 SIGNED BY THE PRINCIPAL CONTRACTOR

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE
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DUTYHOLDER COMPLETION STATEMENTS — PC AND PD

PART 2A — NOTICE

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Part B — the principal designer's statement, one page per principal designer

B1 THE PRINCIPAL DESIGNER

☐ Principal designer (appointed under reg 11D)

☐ Sole or lead designer (reg 11D(7))

PROJECT	LOCATION OF THE BUILDING WORK	BUILDING CONTROL REFERENCE	
PRINCIPAL DESIGNER	ADDRESS	TELEPHONE	EMAIL (IF AVAILABLE)
APPOINTED FROM	APPOINTED TO	SIGNING FOR THE DUTYHOLDER — NAME AND POSITION	

B2 STATEMENT — REG 16(4A)(E)(III) OR REG 18(E)(III)

We confirm that we fulfilled our duties as a principal designer under Part 2A (dutyholders and competence) of the Building Regulations 2010 for the building work at the location above.

B3 THE RECORD BEHIND THE STATEMENT — KEPT ON YOUR FILE, NOT SENT WITH THE NOTICE

☐ Planned, managed and monitored the design work during the design phase, and coordinated it so the design, if built, would be in compliance with all relevant requirements	reg 11M(1)
☐ Took all reasonable steps for designers to cooperate, for their design work to be coordinated, and for them to comply with their Part 2A duties	reg 11M(2)
☐ Liaised with the principal contractor, shared relevant information, and had regard to its comments	reg 11M(3), (4)
☐ Where requested, assisted the client in providing information to designers and contractors	reg 11M(5)(a)
☐ If we replaced a principal designer: carried out the review of its arrangements	reg 11M(6)
☐ Met regs 11F(1) and (2) and 11G(1) throughout, with a designated individual managing the functions; or notified the client when we did not	regs 11G, 11I
☐ When our appointment ends: the document explaining our arrangements goes to the client no later than 28 days after — due after this statement where the appointment runs to completion	reg 11M(5)(b)

ANYTHING THAT STOPS YOU GIVING THIS CONFIRMATION

B4 SIGNED BY THE PRINCIPAL DESIGNER

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE

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Part C — statement of reasons where a dutyholder's statement is not included

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C1 STATEMENT OF REASONS — REG 16(4B) OR REG 18(E)

Reg 16(4B): if for any reason a person carrying out building work is unable to include a statement for a principal contractor (or sole contractor) or principal designer (or sole or lead designer) under reg 16(4A)(e), it includes a statement giving the reasons why that person's statement has not been included. On the approver route the client gives this statement (reg 18(e)). One block per missing statement. State facts — what was asked, when, and what came back — not opinions about the dutyholder.

PROJECT	LOCATION OF THE BUILDING WORK	BUILDING CONTROL REFERENCE
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Missing statement 1:

ROLE	NAME	APPOINTMENT DATES	LAST KNOWN CONTACT
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REASONS THE STATEMENT HAS NOT BEEN INCLUDED

REQUESTS MADE (DATES AND HOW)	RESPONSE
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Missing statement 2:

ROLE	NAME	APPOINTMENT DATES	LAST KNOWN CONTACT
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REASONS THE STATEMENT HAS NOT BEEN INCLUDED

REQUESTS MADE (DATES AND HOW)	RESPONSE
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C2 GIVEN BY THE PERSON CARRYING OUT THE BUILDING WORK — OR THE CLIENT ON THE APPROVER ROUTE

This statement gives the reasons why the statement(s) above have not been included in the completion notice (Building Regulations 2010 reg 16(4B); reg 18(e) on the approver route).

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE
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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.